Independent Contractor Agreements

Project Officer to refer to the Strategic Procurement Directorate website regarding engagement of **Independent Contractors**.

Project Officer to refer to Procurement Procedures - Project Officer will need to determine the two key questions in the following slides:

1. If (and, if yes, how many) quotes will be required in relation to the proposed engagement and/or whether a Procurement Exemption might be available.

2. Whether the proposed engagement necessitates involvement of the UNE Strategic Procurement Directorate and Committee (e.g. VC Tender Committee or Finance and Infrastructure Committee) level approval prior to Agreement signing.

Contact Legal with details of the project. Legal will confirm appropriate Agreement.

Legal approves the Project Officer to issue Agreement to counterparty for review. If counterparty requires amendment to Agreement, liaise with Legal.

Once Agreement is in agreed form, Legal requires from Project Officer a completed and signed **Request for Legal Approval (RLA)** and any other documents referred to in the RLA as required (e.g. copies of required quotes, Procurement Exemption, Committee level approval).

Legal reviews RLA and supporting documents and, if appropriate, provides its "sign-off" and arranges execution of Agreement by the parties.

Once Agreement is fully executed, it is returned to Legal, entered into the Contracts Register, and copies forwarded to the Project Officer and counterparty.

On receipt of fully executed contract, Project Officer raises purchase requisition.